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This pamphlet supersedes FS pamphlet, 15 March 1985, including all changes.

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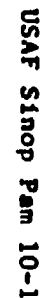
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## CHAPTER 1

## GENERAL

1-1. **PURPOSE.** This pamphlet reflects the current organizational structure, principal staff elements and standard titles, functional statements, responsibilities, collateral relationships and delegations of authority for each principal staff element of U.S. Armed Forces (USAF) Sinop.

1-2. **SCOPE.** This pamphlet is applicable to all staff elements. It embraces all functions which are assigned to, or which are incumbent upon, the Commander of U.S. Armed Forces Sinop in the execution of the assigned mission, installation administration, administration and logistical support of tenant and satellite activities, and interservice/intraservice requirements. It is based on the latest approved TDA.

1-3. **OBJECTIVES.** The objective of this pamphlet is to establish a standard organizational structure which will:

a. Provide for effective day-to-day management of the installation logistical and administrative support activities.

b. Allow the Commander to devote his personal attention to the assigned mission.

c. Provide command-wide benefits by:

(1) Establishing key management positions at the primary staff level which will provide the basis for training and assignment of personnel.

(2) Facilitating development of performance standards.

(3) Reducing orientation time for newly assigned and visiting personnel.

(4) Attach a standard meaning to titles of functional elements of U.S. Armed Forces Sinop.

1-4. **PRIMARY STAFF RELATIONSHIPS.**

a. This pamphlet is not intended to restrain those special staff relationships that are often required outside the normal chain of command or staff responsibilities. Such relationships may be prescribed by law, Army Regulations, or specific interests of the Commander.

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b. Special relationships involve direct access to the Commander and/or Deputy Commander by certain staff officers on specific subjects. They involve a high degree of autonomy with organizational elements below the primary staff level. Special relationships likewise involve prescribing certain functions over which the Commander desires to exercise detailed supervision or control.

#### 1-5. INTERNAL ORGANIZATION OF PRIMARY STAFF ELEMENTS.

a. Listing of a function in Section II does not require a specific organizational element be established for that function. Conversely, omission of a function, or its description by other than a formal title, will not be construed as an indication that the staff element will lose its identity within the staff.

b. Staff elements below primary staff level will be organized to provide effective performance of assigned functions by the staff element involved. Consideration will be given to staff relationships as discussed in paragraph 1-4.

#### 1-6. RESPONSIBILITIES.

a. Heads of primary staff elements are responsible for prompt submission of changes in organizational structure, mission, functional area of responsibility and scope of activity to the Directorate of Resource Management.

b. Changes to the TDA drive changes to this pamphlet. Staff elements will submit these narrative changes concurrently with changes to the TDA. Section I (Mission Statement) of the TDA will be updated as changes occur to structure, missions, or functions described in this pamphlet.

c. The Directorate of Resource Management is responsible for obtaining the approval, coordination, and monitoring of all changes submitted and for maintaining this pamphlet in a current status.

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## CHAPTER 2

## ORGANIZATION AND FUNCTIONS

## 2-1. COMMANDER.

1. Responsible for overall management of available resources to accomplish assigned missions. Is responsible for planning for anticipated mission changes, establishing command objectives to insure accomplishment of missions and allocating resources to achieve command objectives.

2. Is the Commander, US Forces, Diogenes Station, and insures tenant unit support agreements are honored.

3. Conducts liaison with higher and lateral headquarters. Advises same of mission status, evaluates ability of the command to meet planned requirements, and identifies factors adversely affecting the successful accomplishment of assigned missions.

4. Coordinates with Turkish Installation Commander and local civilian authorities.

## 3. Sample of additional Duties:

a. Authorizes minor construction expenditures.

b. Responsible for the monitoring and evaluation of post contractors in accordance with contracts.

c. Meets and briefs all newly assigned personnel.

d. Develops, monitors, and insures compliance with memorandums of understanding between U.S. Armed Forces Sinop and USAREUR.

e. Complies with all stipulations of the Defense Economic Cooperation Agreement between the US and the government of Turkey.

## 2-2. DEPUTY COMMANDER.

1. Supervises the staff to insure that orders and instructions of the Commander are properly executed. Translates policies, plans, and decisions of the Commander into coordinated staff actions. Conducts announced staff meetings and announces policies for the effective operation of the staff. Keeps the Commander and staff fully informed and insures the staff informs him of instructions given them directly by the Commander. Also assists the Commander in his responsibility of command.

2. Receives the Commander's decisions and insures that they are implemented by:

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a. Instructing the staff to prepare and issue implementing plans or orders.

b. Assigning specific staff officers the task of preparing detailed plans, orders, reports, and other staff actions.

c. Reviewing staff actions to insure that they are adequate, coordinated, and designed to produce the intended results.

d. Approving actions or obtaining the Commander's approval.

e. Alerting subordinate and tenant unit commanders of actions that will be required of them.

f. Receiving additional guidance from the Commander when unexpected problems arise.

3. Maintains the master policy file, insures that all instructions issued to the command agree with the Commander's policies and plans, and monitors the Commands' policy memorandum.

4. Represents the Commander, when required.

5. Assumes command during the Commander's absence.

6. Is the business manager of the Turkish Base Maintenance Contract and the Award Fee Monitor for overall program management (Section F of the TBMC). In this capacity:

a. Co-chairs monthly Program Status Review meetings with the Site manager.

b. Chairs the Contract Award Fee Board.

c. Serves as management level interface with the contractor regarding the TBMC.

d. Serves as Functional Area Chief (FAC) for the site management.

## 2-3. COMMAND SERGEANT MAJOR.

1. Serves as the Senior Enlisted Advisor and assistant to the Commander in directing the unit toward mission accomplishment. Keeps the Command and staff informed on all matters pertaining to soldiers, unit readiness, problems, and potential problem areas which may influence decisions or actions. Serves as the point of contact for First Sergeants/CPD's of the Installation.

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2. Assists staff element in establishing sound and practical administrative procedures throughout the command. Makes recommendations to the Commander and staff relative to discipline, leaves, passes, awards, promotions, assignments, decorations, and the reenlistment program for enlisted personnel of the unit. Assists in the reception of visitors to the headquarters. Conducts Noncommissioned Officers call to disseminate information and approved policy. Insures newly assigned personnel are properly indoctrinated in military courtesy, host nation customs, and traditions, regulations, and policies. Participates in unit social functions as appropriate. Insures all activities are conducted in an atmosphere free of discrimination and providing for fair and equal treatment of all personnel. Assists in maintaining honest and effective communications between members of the unit and every level of command. Remains abreast of the health, welfare, and morale of members of the unit. Monitors CTT and SOT training. Sits as member on all councils pertaining to the health, welfare, and education of service members.

3. Accompanies the Commander on visits, focusing attention on dress, appearance, and military bearing of the soldiers, performance of the soldiers, morale, and other such matters the Commander may desire. Accompanies the Commander to ceremonies and activities as appropriate or as directed by the Commander.

4. Principal advisor to the Commander on enlisted matters having a detrimental impact on the mission, discipline, health, and welfare of the command.

5. Responsible for professional development/leadership training for E4-E6 personnel.

6. Insures junior enlisted personnel receive proper recognition for their achievements.

#### 2-4. COMMAND JUDGE ADVOCATE (CJA).

1. Provides legal advice to commanders and staff in the areas of military justice, administrative law, international and foreign law and the exercise of foreign criminal jurisdiction over US personnel, government contracts and fiscal law, claims, intra- and inter-service support agreements, and oversight as required by AF 381-10.

2. Serves as legal assistance officer for all members of the command concerning consumer affairs, civil process, decedent estates and survivor benefits, wills, domestic relations, immigration, naturalization and customs, powers of attorney, absentee voting, veterans' benefits, the Soldiers' and Sailors' Civil Relief Act, taxation, real and personal property, and miscellaneous civil matters.

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3. Receives and forwards for adjudication all claims of authorized personnel IAW AR 27-20.

4. Staff Relationships.

a. The Command Judge Advocate (CJA) is a member of the Field Station Commander's personal and special staffs.

b. The CJA is the command's principal staff assistant on all matters pertaining to the legal posture of the command.

5. Staff Responsibilities.

a. As noted in para 2-4 above.

b. Establishes and maintains a program of legal education and preventive law for all members of the command.

c. Provides formal legal review of disciplinary and administrative adverse actions, investigations, reports of survey, and any other actions requiring review for legal sufficiency or propriety.

2-5. ACTING INSPECTOR GENERAL (AIG).

1. Appointed in writing in accordance with AR 20-1 and INSCOM supp 1 to AR 20-1.

2. Receives and processes requests for Inspector General assistance.

3. Insures the Inspector General Action Request system is fully and properly implemented.

4. Is a confidential representative of the Commander, U.S. Armed Forces Sinop.

5. Duties are in addition to primary duties. The AIG is not authorized to administer oaths.

2-6. RETENTION NCO/CAREER COUNSELOR (RET NCO).

1. Staff responsibility at the installation level for reenlistment and career counselor.

2. Obtains, posts and distributes promotional and publicity material, advertising programs and options available.

3. Seeks out, advises, and assists eligible soldiers with retention, extension, and reenlistment.

4. Obtains assignment instructions through reenlistment

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channels for eligible personnel for various options.

5. Prepares, executes, and maintains extension, reenlistment and related paperwork and files.

6. Advises unit reenlistment NCO's, 1SG's, and unit commanders of changes in options and current procedures.

2-7. DIRECTORATE OF PERSONNEL AND COMMUNITY ACTIVITIES (DFCA).

	MSD	DFCA	MILFO
*PIO	*ASD	*REC SVCS	*PROTOCOL

\* INDICATES TBMC - Turkish base Maintenance Contracts

1. Advises the Commander on all matters pertaining to administration, military personnel management, recreation services, postal activities, morale and welfare activities, nonappropriated funds activities, the Human Relations/Equal Opportunity (HR/EO) program and the dishonored check program.

2. Responsible for the overall management of personnel resources of the command. Participates with other staff members in the establishment of objectives, policies and procedures, reviews them for effectiveness and efficiency in relation to the mission of the command.

3. Prepares an annual budget for the DFCA activities in conjunction with all sections under his/her control and in coordination with the Directorate of Resource Management.

4. Manages .012 funds for the command.

5. Serves as Functional Area Chief (FAC) for Administrative Services Division, Public Information Office, Protocol and Recreation Services.

6. Serves as Alcohol and Drug Control Officer (ADCO).

7. Responsible for HR/EO function.

8. Monitors at installation level, administration of urinalysis program.

9. Appointed as the Non-Appropriated Fund Purchasing and Contracting Officer for all NAF activities at Sinop.

10. Staff Relationships.

a. The DFCA is a member of the primary staff of this command and is a member of the Program/Budget Advisory Committee

and the Installation Planning Board.

b. The DPCA does not relieve other staff members of their responsibilities for personnel management in their functional areas. The DPCA integrates personnel information of the various functional areas into a meaningful overall viewpoint for the Commander.

## **2-8. MORALE SUPPORT OFFICE**

1. Responsible for proper management, supervision, operation and planning of the Hilltop Community Club in accordance with the AF 215 series.

2. As the Installation Morale Support Fund Custodian, prepares budgets, advises activity managers, supervises expenditures and works with CAD on financial trends for planning purposes.

3. Responsible for proper management, supervision, planning and operation of all the non-appropriated fund instrumentalities located at Sinop. Insures all NAFI's are properly validated and approved.

4. Responsible for the operation of the Class VI Store IAW U.S. AIR FORCE EUROPE directives.

5. Responsible for fully operational Army Post Office, offering a full range of postal services to the community.

6. Administers the Army Emergency Relief loan program.

7. Responsible to the DFCA for the annual submission and quarterly variance analysis as a complete appropriated/nonappropriated fund synchronized budget submission.

8. Responsible for the operation and management of the 16mm movie program at this installation.

9. Has functional responsibility to properly maintain and account for all NAF property, to include maintenance and upkeep of a property book, document register, hand-receipts and sub hand-receipts. Responsible for NAF property disposal.

10. Responsible for administering a complete nonappropriated fund civilian personnel office function for all off duty military personnel, dependents and the full time Turkish Nationals employed in the operation of NAF activities.

11. Liaison Officer between AAFES, the Stars and Stripes Bookstore and the Installation Commander.

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**2-9. ADMINISTRATIVE SERVICES DIVISION**

Performs functions as outlined in the Turkish Base Maintenance Contract (TBMC).

1. Requisitions, receives, stores, and issues blank forms. Maintains 90 day stockage of blank forms.

2. Requisitions, maintains and controls accountable forms.

3. Establishes and updates pinpoint distribution for post and tenant units not having their own publications distribution accounts; requisitions and distributes publications.

4. Maintains a publications library.

5. Administers a suspense system and notifies staff when responses are due.

6. Operates mail and distribution center for official correspondence, incoming official mail; packaging and dispatch of outgoing mail.

7. Responsible for the daily receipt of unclassified messages from the Communications Center, composition of Commander's Read File and distribution of messages to the action agency.

8. Directs the records management program of the installation, applying management techniques to correspondence methods, mail procedures, files organization, documentation systems, files disposition, and the selection, utilization and operation of office copy machines and off-set press equipment.

9. Supervises local reproduction which includes orders, blank forms and publications. Duplicating will be accomplished using direct image masters prepared and finished by the activities requesting services. Approves and maintains control register for numbering all local forms.

10. Edits, publishes and controls installation publications and blank forms.

11. ASD Supervisor is designated as the Freedom of Information (FOI) Act Officer.

12. Maintains Visitor's Log.

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2-10. MILITARY PERSONNEL OFFICE (MILPO).

1. Submits requisitions for officer and enlisted personnel.
2. Prepares and submits all personnel related reports required by higher headquarters.
3. Processes actions required under the Centralized Promotion System for both officer and enlisted personnel.
4. Processes promotions to 1LT and CW2.
5. Processes promotions to grades E5 and E6 IAW Chapter 7. AF 600-200.
6. Monitors unit promotions to grade E3 and E4.
7. Insures accurate and timely submission of officer and enlisted evaluation reports.
8. Processes recommendations for awards and insures their timely submission.
9. Maintains the MFRJ for all assigned/attached personnel and insures required input to Official Military Personnel Files.
10. Forwards documents affecting pay to servicing Finance Section.
11. Processes all preference statements and personnel actions.
12. Monitors classification and assignment of all assigned personnel.
13. Prepares and submits MILPO level SIDPERS transactions.
14. Secures assignments for all personnel and accomplishes all actions required to effect reassignment.
15. Publishes orders.
16. Prepares and submits casualty reports, as required.
17. Publicizes recruitment programs for procurement of qualified enlisted personnel for attendance at courses such as Officer Candidate School, US Military Academy Prep School, etc.
18. Issues ID Cards to all active duty and retired US Army Personnel.
19. Verifies application for issue of dependent ID Cards

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for US Army personnel assigned.

20. Issues Ration and ID Cards to all US citizen civilian employees assigned.

21. Assists in preparation of, and processes all requests for compassionate reassignments or hardship discharges.

22. Processes requests and recommendations for administrative separations.

23. Processes requests for emergency leave and publishes associated orders.

24. Processes requests for reclassification and reassignment.

25. Advises the command concerning utilization of all assigned personnel.

26. Prepares, maintains, and processes personnel rosters and reports, strength accountability, strength data, and other statistical information as required.

27. Conducts in and out processing and POR processing.

28. Provides Red Cross Representative for Station.

29. Provides administrative data coordination and sponsor names for the Installation Sponsorship Program.

## 2-11. RECREATION SERVICES OFFICE (RSO).

1. Advises the Commander and staff through the DPCA on all Recreation Services functions.

2. Plans, promotes, organizes, coordinates, and directs off duty recreational activities, which encompasses sports, entertainment, arts and crafts activities, DOD sponsored shows, and other recreational services activities.

3. Has administrative, supervisory, and operational responsibility for:

a. Bowling Alley.

b. Craft activities including the wood shop, ceramic shop, and photo lab.

c. Installation Fitness Center, including the weight room and locker room.

d. Other sports facilities, including the racquetball

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courts, tennis courts, and athletic fields.

e. Obtaining materials and equipment most suitable for recreational use.

f. All intramural and intermural sports.

**2-12. PUBLIC INFORMATION OFFICE (PIO).**

1. Responsible for public affairs, media relations, community relations, and command information at installation level.

2. Supervises the post photographer and maintains accountability of photographic request work orders.

3. Provides coverage for military ceremonies, and command participation in community activities and ceremonies, protocol functions, and VIP visits.

4. Provides individual photographs for Official Military Personnel Files.

5. Supports MILFO with photographs for passports.

6. Provides pictorial support for operational requirements.

7. Publishes post newspaper, the Diogenes Review.

8. Provides Radio/TV service to the Installation.

9. Processes information for release in the Hometown News Program.

10. Processes and submits input for the INSCOM Journal and other command information publications.

**2-13. EQUAL OPPORTUNITY ADVISOR (EOA).**

1. Understands and articulates Department of Defense and Army policies concerning equal opportunity as stated in AR 600-21.

2. Recognizes and assesses indicators of institutional and individual discrimination in organizations.

3. Recommends remedies appropriate to reduce or prevent discrimination and sexual harassment.

4. Conducts training sessions pertaining to equal opportunity and prevention of discrimination and sexual harassment.

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5. Collects, organizes, and submits demographic data concerning all aspects of the EO climate assessment.

6. Assists the Commander in development of realistic Affirmative Action Plans, and monitors the progress of the plans.

7. Briefs newly arrived personnel on command's EO programs and problems unique to their Sinop assignment.

8. Receives and acts upon individual complaints of discrimination and sexual harassment.

#### 2-14 PROTOCOL

1. Provides advice and assistance on protocol related aspects of Turkey and its people.

2. Serves as the Office of Primary Responsibility (OPR) for U.S. Armed Forces Sinop Memoranda on protocol.

3. Responsible for composing and typing correspondence on protocol matters in English or Turkish as appropriate, for transmittal to TGS, TLFC, TAFC, TNFC, American Embassy, TUSLOG and other applicable agencies.

4. Plans, coordinates, and finalizes all aspects of visits by designated individuals to U.S. Armed Forces Sinop by performing all protocol functions, thereby ensuring they are received courteously and efficiently.

5. Provides protocol assistance for social functions as required and maintains a current guest list of foreign and American dignitaries. This includes preparation of invitations, etc., for these social functions.

6. Is responsible for translating English and Turkish language documents, correspondence, invitations, and other papers as required.

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2-15. DIRECTORATE FOR PLANS, TRAINING, AND SECURITY/  
PROVOST MARSHAL (DFTSEC)

DFTSEC / FM

PLANS AND  
TRAINING

SECURITY

MILITARY POLICE  
STATION

PLANS  
OFFICE

EDUCATION  
CENTER

TRAINING STAN  
OFFICE

NBC  
OFFICE

MILITARY POLICE  
OPERATIONS

1ST  
SQUAD

PHYSICAL  
SECURITY

MPI/MCI

ADMIN  
PASS/BADGE

2ND  
SQUAD

3RD  
SQUAD

4TH  
SQUAD

1. Provides intelligence and security services for this headquarters and attached units and tenant elements. Assists the Commander with respect to matters pertaining to security of the installation, personnel security, information security, and operations security.

2. Manages a program for the classification, control, review, downgrading, and destruction of classified documents, as required by AR 380-5 and other appropriate regulations.

3. Assists and advises the Commander in matters pertaining to the maintenance of law and order on the installation.

4. Conducts physical security inspections of post activities and facilities.

5. Supervises and controls the activities of the Military Police Section.

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6. Is responsible for liaison with local Turkish Guard Company, Turkish National Police, and US Air Force Office of Special Investigations.

7. Coordinates and/or supervises all activities concerned with plans, training, and nuclear, biological, and chemical defense as well as CTT, SQT and NCODF.

8. Staff Relationship.

a. The DFTSEC is a member of the primary staff of this command and is a member of the Installation Planning Board and PBAC.

b. The DFTSEC performs staff supervision of security programs within all elements of the command.

c. The DFTSEC is the Commander's principal staff assistant in matters pertaining to plans, training, Training Standards Office (TSO) functions, and NBC defense posture.

9. Staff Responsibilities.

a. Personnel Security:

(1) Controls and processes security clearance actions on all individuals assigned, to include incoming, outgoing, and visiting personnel.

(2) Monitors security education, implementing an aggressive security education program.

(3) Maintains security clearance data on assigned, attached, and TDY personnel.

(4) Initiates action for Special Background Investigations (SBI) as required.

(5) Implements security education, particularly DFSEC, within the U.S. Armed Forces Sinop training program.

b. Information Security:

(1) Manages a program for document control to include classification, review, downgrading, and the destruction of classified documents IAW AR 380-5.

(2) Conducts a preliminary inquiry into compromises, or possible compromises, to determine if an investigation is required.

(3) Conducts security managers inspections of classified holdings of activities on the installation.

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(4) Submits USCCOT 6 report, as required.

c. Terrorism Counteraction:

(1) Responsible for the development of anti-terrorism (proactive) and counterterrorism (reactive) measures necessary for the protection of life and property.

(2) Keeps the command informed of the terrorist threat and maintains a Traveler's reading file.

(3) Conduct threat briefings for all new personnel and quarterly thereafter.

(4) Monitors and implements, as directed, the procedures of USCCOT 21, dated 29 Sep 82.

(5) Submits USCCOT 6 report, as required.

2-16 MILITARY POLICE STATION:

(1) Maintenance of law and order.

(2) Enforcement of security directives from the Commander and providing internal physical security to US installation activities.

(3) Enforcement of traffic regulations, control of military vehicles operating on post, and accident investigations, involving U.S. Government vehicles both on and off the installation.

(4) Enforcement of laws and regulations within the military community.

(5) Prevention of crimes and offenses.

(6) Temporary confinement and safekeeping of military prisoners.

(7) Apprehension of violators of military laws.

(8) Control personnel and equipment assigned or attached to PMO. (Command control rests with the DPTSEC office).

(9) Registration of privately owned firearms and weapons.

(10) Conducts liaison with the local Turkish law enforcement agencies.

(11) Insures that an adequate US guard force is maintained and effectively utilized.

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- (12) Conducts and reports physical security inspections annually.
- (13) Conducts and reports crime preventions/surveys of post activities, to include off post quarters.
- (14) Coordinates the activities of the law enforcement agencies of both the American and Turkish Armed Forces operations in or with this installation.
- (15) Provides pictures for different badges and passes for access to post and security areas. Prepares and issues GES passes to all personnel.
- (16) Issues Blue Books for use by US military personnel.
- (17) Provides distinguished visitor security, as necessary.
- (18) Monitors the training of Military Police personnel.
- (19) Arranges through the Directorate of Contracts (DOC) for the removal/disposition of all wild, stray, or feral animals from the installation.
- (20) Performs Military Customs Inspections, in cooperation with the Transportation Office, of outgoing military personnel property and DOD cargo.
- (21) Conducts investigations of offenses.
- (22) Safeguards evidence and lost and found property.
- ~~(23)~~ (23) [REDACTED]
- (24) Provides fingerprinting and ID photography services.
- (25) Prepares all military police reports and associated documents.
- ~~(26)~~ (26) [REDACTED]
- (27) Conducts regular exercises of military police personnel in support of the Base Emergency Plan (BEP).

## 2-17 PLANS AND TRAINING:

- (1) Prepares, maintains, review, updates, and performs staff supervision in the conduct of the command's

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emergency and contingency plans.

(2) Conducts and provides staff supervision for emergency action procedures, exercises, training, and reporting.

(3) Prepares, maintains, and updates station 5-year plan and annual historical report. Publishes quarterly training guidance.

(4) Acts as Directing Staff (DISTAFF) for all JCS exercises in which U.S. Armed Forces Sinop participates.

(5) Revises and updates the following contingency plans:

(a) Basic Emergency Plan (BEP), IAW INSCOM Regulation 525-3.

(b) OPLAN 4102-U.S. Armed Forces Sinop

(6) Monitors and provides staff supervision for all training which involves:

(a) Determining installation training requirements.

(b) Insuring the availability of resources necessary to implement and conduct training.

(c) Exercises control and supervision over the execution of training program by subordinate units/section to insure compliance with current training objectives.

(d) Prepares local training directives and insures implementation.

(e) Monitors the Individual Training and Evaluation Program (ITEP) for the installation which involves: MOS training, Skill Qualification Testing (SQT), Common Task Testing (CTT) and training, and the Commander's Evaluation Program.

(f) Coordinates the Installation in-processing briefing - Yeni Brief.

(g) Conducts weapons qualification and familiarization.

(7) Determines requirements for school quotas for U.S. Armed Forces Sinop personnel and requests allocations, and manages training (PB1) budget.

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## f. Education Center:

(1) Maintains visual-information account with the Training Aids Support Center (TASC) Vicenza, Italy.

(2) Determines requirements and requisitions visual-information and other training media.

(3) Maintains the installation training resource facility and MOS reference library.

(4) Maintaining a DA Form 12 Publications Account with the Baltimore AG Publications Center.

(5) Requisition publications as needed.

(6) Posting changes and keeping all publications current.

(7) Maintaining index/reference listings of all on hand publications.

(8) Maintains learning center (Bessler Cue See equipment, TEC lessons, tapes, cassettes, etc.).

(9) Maintains library of correspondence course catalogs, schools catalogs, and training extension material catalogs.

(10) Maintains all visual-information and other facility equipment. Provides instruction on operator use of the equipment and loan equipment as needed to support training.

(11) Coordinates the scheduling of the facility classrooms, language lab, and other resources in support of both military and civilian education/training requirements.

(12) Coordinates the installation Turkish Headstart Course - Merhaba Course.

## g. Training Standards Office:

(1) Manages, coordinates, and administers the Skill Qualification Test (SQT) program for the installation.

(2) Insures that all tests are controlled, scheduled, conducted, supervised, and scored IAW prescribed directives.

(3) Tasks staff and subordinate elements for additional personnel, equipment, and support services necessary to conduct the SQT program.

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(4) Provides guidance, materials, instruction, coordination, and control for the administration of the annual Common Task Testing (CTT) program for the installation. Insures CTT test materials are properly safeguarded and handled. Consolidates and forwards completed CTT score sheets for central scoring.

(5) Provides necessary instruction, coordination, and control when detailed examiners, proctors, and test site managers are needed.

h. Nuclear, Biological, and Chemical (NBC) Defense:

(1) Plans, supervises, and coordinates NBC defense to include training, inspection of chemical equipment and supplies, and assistance to NBC incident control.

(2) Provides instruction and assistance on NBC training to subordinate and tenant units of the installation.

2-18. FIELD STATION OPERATIONS (FSO).

MAIN  
OPERATIONS

ORMA  
AND  
SYSTEMS

HIPPODROME

1. Advise the Commander on all operational matters.

2. Provide command liaison with specified Turkish General Staff personnel at adjacent and higher headquarters.

3. Liaison with INSCOM HQS and higher authorities as required to support the Field Station operational mission.

4. Staff Relationships.

a. The FSO is a member of the primary staff of this command and is a member of the Program/Budget Advisory Committee and other boards and committees as required.

b. The FSO is the Commander's principal staff assistant in matters pertaining to mission operations and local mission training.

5. Staff Responsibilities.

a. Provides staff supervision of operational missions, plans, and facilities.

b. In conjunction with SSO and DPTSEC, determines and approve physical access to the Main Operations and Hippodrome facilities for military and civilian personnel and equipment.

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- c. Exercise staff responsibility of all assigned operational personnel.
- d. Responsible for execution of the on-site-certification program conducted for CMF 98 at Field Station Sinop.
- e. Provide live mission training to personnel assigned under the Readiness Training (REDTRAIN) and Live Environmental Training (LET) programs.
- f. Provide operational guidance and support to DPTSEC concerning contingency plans and orders.
- g. Chair the organizational effectiveness panel and the configuration control panel.

## 2-19. MAIN OPERATIONS (MAIN OPS). }

- 1. Provide administrative/logistical support and operations guidance/quality control for a strategic facility.
- 2. Perform standard mission operations.
- 3. Perform on-call coverage during non-duty hours.
- 4. Conduct an on-site-certification program for newly assigned personnel.
- 5. Prepare reports and provide related administrative support.

## 2-20. HIPPODROME

- 1. Provide administrative/logistical support and operations guidance, supervision, and quality control for a strategic facility.
- 2. Perform standard mission operations.
- 3. Provide coverage as tasked by a national authority.
- 4. Produce mission related reports.
- 5. Formulate, administer, and supervise an on-site-certification program for newly assigned personnel.
- 6. Prepare reports and provides related administrative support.

## 2-21. SYSTEM OFFICE

- 1. Plan for and ensure a systematic and thorough

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acquisition process, from stated need to installation and documentation, for operations equipment and systems.

2. Assist the Configuration Management Office (CMO) and conduct Configuration Control Panel meetings.

3. Manage and supervise the Systems Warehouse.

4. Insure maintenance of property accountability for all newly arrived mission equipment through direct coordination with the principal hand-receipt holder and the Property Book Officer.

5. Principal member of the Systems Acquisition Review Council.

## 2-22. OPERATIONS RESOURCE MANAGEMENT ACTIVITY (ORMA)

2. (U) Provide operational guidance, quality control, and supervision for all operations training, to include the CRITIC program and On-site Certification.

3. Implement INSCOM Regulation 525-5.

4. Prepares and processes operations reports such as the POEREF, CMM, RSR, WSSR, SAR, and ORR.

5. [REDACTED]

## 2-23. DIRECTORATE OF LOGISTICS (DOL).

DOL

(FAC) QAE

MSSA EMD CMO

CAL HIPPY MAIN OPS

\*PBO \*TMO \*OMR \*TMP \*LAUNDRY \*FOOD SERVICE

\* INDICATES TBMC - Turkish Base Maintenance Contract

1. Plans, coordinates, directs, and supervises all activities concerning maintenance (less DEH assigned areas).

supply, food service, transportation, laundry, and property management.

2. Advises the commander of the extent of logistical support that is required and that can be provided to any proposed course of actions.

3. Serves as Functional Area Supply, Property Book Office, Office Machine Repair, Laundry, Motor Pool and Food Services. Provides qualified personnel to serve as the DOL Quality Assurance Evaluators (QAE) in support of contract requirements of the Turkish Base Maintenance Contract (TBMC). Supervises those functions within the scope of regulatory and statutory requirements and authority.

4. In addition to serving as the DOL at the Installation level; because of the small size, extensive use of contracting, and the small density of the installation customer tenants, the DOL also functions as an S-4 (in the traditional role as if at battalion/activity level).

#### 5. Staff Relationships.

a. The DOL is a member of the primary staff of this command and is a voting member of the Program/Budget Advisory Committee and Installation Planning Board. The DOL is the commander's principal staff officer on matters pertaining to the overall logistics posture of the command.

b. The DOL is proponent for the logistics portion of all Installation Plans.

c. The DOL is proponent for TROUBLE SHOOTER Contract for both U.S. Armed Forces Sinop and INSCOM - wide projects.

d. The DOL has coordinating responsibility for the following Installation Programs:

(1) Quality of Life.

(2) TAAD's documentation for equipment authorization.

(3) Force modernization.

#### 6. Staff Responsibilities.

a. Nominates for appointment (by HQ INSCOM) and supervises the Assistant Contracting Officer Representative (ACOR), and one alternate, for TROUBLE SHOOTER Contract. Reviews workload taskings made by the COR or other authorized personnel.

b. Controls the post imprest fund, nominates a cashier

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and recommends appointment of an ordering officer IAW the Defense Acquisition Regulations.

c. Acts as point of contact for USAF Sinop with JUSMMAT for all logistical matters and coordinates all changes with DFTSEC (who serves as the DECA POC).

d. Coordinates all movements, to include personnel and cargo, on organizational, MAC, and commercial transportation.

e. Develops and updates logistics portion of Installation Plans.

f. Insures that a Command Supply Discipline Program is established and functioning.

g. Develops and oversees the Internal Controls Plan for the DOL.

h. Financial Management Responsibilities:

(1) The DOL serves as program director for the following areas:

- (a) Freight Warrant (EOE 2572).
- (b) DOL expendable supplies (EOE 2612).
- (c) Electronic Class IX (EOE 2612).
- (d) Non Electronic Class IX (less engineer) (EOE 2612).
- (e) Installation General Supplies - ASL (EOE 2612).
- (f) DOL Travel Program, Administrative (EOE 2111, 2199).
- (g) DOL Travel Program, Training (EOE 2111, 2199).

(2) The DOL will plan and program that portion of the Installation Command Operating Budget Estimate (COBE) for which he has program directorship and he will execute the DOL portion of the Command Operating Budget (COB).

i. Direct supervision of Electronics Maintenance Division.

j. Maintains a Mission Equipment Property Book (Classified) in conjunction with the configuration management officer.

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k. Staff supervision for the DAS3/DS4 operation and the computer center.

l. Chairs the ASL screening board.

m. Appoints the dining facility council and insures installation wide input and participation.

n. Serves as Report of Survey Control office.

o. Responsible for the Integrated Logistics support (ILS) of any new or displaced equipment fielded at Sinop.

p. The DDC is proponent for the logistics portion of the TMRC.

## 2-24. DOL ADMINISTRATION

1. Administration section includes supervision of all enlisted personnel within the DOL.

2. Reviews all incoming and outgoing correspondence for proper staffing, content and processing.

3. Responsible for filing all correspondence, award recommendations, and other contractual paper work and reviews all messages and reports.

4. Post changes and maintains publications library. Orders new publications as required. Assists in updating DA Form 12 series. Maintains blank forms.

## 2-25. ELECTRONICS MAINTENANCE DIVISION (EMD).

1. Function: Provide maintenance support to all mission equipment systems installed at the Hippodrome and Main Operations facilities. This maintenance support includes Organizational through General Support level. Some depot level maintenance support is also provided.

### 2. Additional Duties:

a. DIC will be the Alternate Contracting Officer's Representative (ACOR) for the TROUBLE SHOOTER engineering consulting contract. The ACOR tasks (7) seven MANTEC civilian engineering personnel to support/assist EMD in engineering and maintenance problems.

b. EMD is the Installation's point of contact (POC) for the USAINSCOM Installation Team-Europe.

c. EMD will provide technical assistance on maintenance related questions as requested by the Hilltop

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radio/TV station. Actual maintenance support will be provided based on availability of qualified personnel within EMD.

d. EMD is a member of the Installation Configuration Control Panel (CCP) and will be represented at all CCP meetings.

e. EMD is a member of the Installation Operational Effectiveness Panel (OEP) and will be represented at all OEP meetings.

f. EMD provides calibration coordination for all EMI, Hippodrome and Main Operations test, measurement, and diagnostic equipment (TMDE).

#### 2-26. MISSION SUPPLY SUPPORT ACTIVITY (MSSA)

1. Function: Provide Class IX (repair parts) support for mission equipment at FS Sinop.

2. Duties include:

a. Maintenance of mission repair parts ASL.

b. Ordering, follow-up and issue of repair parts.

c. Conducts reconciliation of the requisition of mission repair parts.

d. Provides status of funds obligations to DRM at required intervals.

e. Responsible for day to day supervision of the DAS3.

f. Operates the DAS3/DS4 computer system in support of the installation.

#### 2-27. DIRECTORATE OF CONTRACTS (DOC).

1. The DOC has staff proponentcy for policy, coordination and supervision of all procurement actions initiated by any tenant of the installation.

2. Contract Operations:

a. Appoints OAE's to monitor contractor performance and to inspect and accept the services for the government. Insures the OAE positions are filled by highly qualified personnel. Insures that OAE's and alternate OAE's are not assigned duties which will interfere with the surveillance of contract operations.

b. The DOC is proponent for and will provide and

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supervise Quality Assurance Evaluator training. Required QAE positions:

- (1) Transportation Motor Pool (CMF 62).
- (2) Food Service (CMF 63).
- (3) Installation Supply (CMF 76).
- (4) Property Book Officer (CMF 76).
- (5) Laundry Operations (CMF 76).
- (6) Office Machine Repair (CMF 63).
- (7) Recreation Services (CMF 71).
- (8) Facilities Engineer (CMF 51).
- (9) Administrative Support Division. (CMF 71).
- (10) Public Affairs/Radio-TV Operations. (CMF 47)
- (11) Transportation Management (CMF 71).
- (12) Program Management.

c. Quality Assurance Evaluation (QAE) Functions.

- (1) Surveys contractor performance as prescribed in QAE Surveillance Plan.
- (2) Evaluates and documents contractor performance.
- (3) Notifies the DDC of contractor's performance.
- (4) Certifies acceptance of services that have been satisfactorily performed by contractor.
- (5) Prepares any documentation required by contracting officer before payment is made to the contractor.
- (6) Completes QAE Surveillance Plan Evaluation Reports.
- (7) Prepares additional reports when required for marginal or unsatisfactory contractor performance.
- (8) Assists in preparing customer complaints.
- (9) Evaluates surveillance plans and recommends changes.

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(10) Serves as technical advisor to the DOL for the functional areas surveilled.

d. Coordinates and supervises the Program Status Review (PSR) for TBMC.

3. Staff Responsibilities.

a. The DOC is a member of the Primary Staff of this command, and is a voting member of the Program/Budget Advisory Committee and Installation Planning Board. The DOC is the Commanders Principal Staff Officer on matters pertaining to the TBMC and service related contracts pertaining to the command.

b. The DOC is proponent for and will provide and supervise Quality Assurance Evaluator Training.

c. Acts as point of contact for U.S. Armed Forces Sinop with TUSLOG for all contract matters.

d. Coordinates, develops, and updates contract portions of the station's plans.

e. The DOC is proponent for SF 44 useage at installation level.

f. Financial Management Responsibilities:

(1) TBMC (all applicable elements of expense).

(2) DOC Travel Program, Administrative (EDE 2111, 2199).

(3) DOC Travel Program, Training (EDE 2111, 2199).

(4) DOC will plan, and program that portion of the Field Station Command Operating Budget Estimate (COBE) for which he has program directorship and he will execute the DOC portion of the Command Operating Budget.

(5) Central point of contact for SF 44 purchases. Responsible for SF 44 useage reporting to ACO Ankara.

4. DOC Administration:

a. Administration supervision of all enlisted personnel.

b. Reviews all incoming and outgoing correspondence for proper staffing, content, and processing.

c. Responsible for filing all correspondence, contract award recommendations, ACSN's, and other contractual

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paper work files and reviews all messages and reports.

2-28. AVIATION STAFF OFFICER (ASO).

AVIATION  
OFFICER

FLIGHT  
OPS

BASE  
MAINTENANCE

AIRFIELD  
SERVICES

\*INDICATES TBMC - Turkish Base Maintenance Contract and BASI

1. Advises the Commander on aircraft utilization, recommends policies, and supervises the employment of aircraft.
2. Conducts necessary inspections to insure compliance with regulations and directives concerning air traffic, operations, and upkeep of prescribed forms and records.
3. Coordinates with MILPO on matters of qualification, procurement, and assignment of aviation personnel.
4. Advises the Commander and staff on technical aspects concerning capabilities, limitations, and operational characteristics of Army aircraft.
5. Is Commander, Sinop Army Air Field (SAAF). Manages and coordinates all the activities required to maintain SAAF.
6. Staff Relationships.

The Aviation Staff Officer (ASO) is a member of the special staff of this command. He is the Commander's principal staff assistant on matters pertaining to the technical operation of the Aviation Section and related aviation matters. All matters concerning aviation safety, operation of aircraft, assignment of flight crews, technical considerations concerning conduct of missions, and supervision of airfield operations remain exclusively the responsibility of the ASO.

7. Staff Responsibilities.

- a. Coordinates air transportation requirements and establishes scheduled or special flights to satisfy the requirements of the command.
- b. Provides administrative courier and medical evacuation fixed wing support. Transports incoming and outgoing PCS, TDY, and VIF personnel, baggage, mail, and other cargo as directed.

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c. Supervises operation of the Army Air Field utilized by US Army, US Air Force and Turkish aircraft.

d. Maintains flight following on all aircraft movements.

e. Monitors the maintenance of assigned aircraft.

f. Monitors the execution of the BASI maintenance contract.

g. Provide FOL services for assigned and transient aircraft.

h. Administers an Army Aviation Safety Program.

i. Implements and conducts a program of aviator readiness flying IAW TC 1-218 for all assigned aviators.

## 2-29. DIRECTOR OF INFORMATION MANAGEMENT (DOIM)

1. Advises the Commander on all matters pertaining to Automation, Communications, and visual-information with a mission to merge all into one integrated effort.

2. Advises the Commander on matters pertaining to Communications Security (COMSEC).

3. Commands USAISC.

4. Staff Relationships.

The Director of Information Management is a member of the Commander's Special Staff.

### 5. Staff Responsibilities.

a. USAISC-Turkey is under the operational control of the Commander, U.S. Armed Forces Sinop and is responsible to the Commander, U.S. Armed Forces Sinop for the installation, operation, and maintenance of all base-level Communications/Systems and standard information system assets in support of the U.S. Armed Forces Sinop operational mission, and the installation's automation, Communication/Visual-information requirements.

b. The Commander, USAISC-Turkey coordinates directly with the U.S. Armed Forces Sinop staff and tenant unit commanders for the effective and efficient use of all automation, communication, visual-information resources in accordance with regulatory requirements, Command guidance, and mission requirements of the Commander, U.S. Armed Forces Sinop. He further coordinates directly with the U.S. Armed Forces Sinop

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staff for installation support of the USAISC-Turkey in accordance with the current Inter-Service Support Agreement.

c. Serves as the development directorate for the overall design of communications systems.

d. Develops the information systems acquisition strategy for the installation.

e. Provides software and hardware for standard Army information systems.

f. Develops, recommends and enforces information systems standards for the installation.

## 2-30. DIRECTORATE OF RESOURCE MANAGEMENT (DRM)

PLANNING  
PROGRAMMING  
& BUDGETING/  
ACCOUNTING  
(PPBS)

MANPOWER  
MANAGEMENT  
  
FORCE  
DEVELOPMENT

CLASS B AGENT  
FINANCE OFFICE

CENTRAL  
ACCOUNTING  
OFFICE

MANAGEMENT  
ANALYSIS

INTERNAL  
REVIEW

PAY ENTITLEMENTS  
TRAVEL  
DISBURSING

1. Obtains, administratively controls, and accounts for the funds both appropriated & non-appropriated needed to operate the command. Serves as Comptroller.

2. Utilizing assigned staff, the Resource Manager reviews and evaluates manpower and materiel resources requirements necessary to accomplish assigned missions.

3. Serves as the Team Chief for the Command Inspection Program (CIP) and provides semi-annual reports on the status of the command.

### 4. Staff Relationships.

a. The Resource Manager is a member of the primary staff of this command and is the advisor to the Program/Budget Advisory Committee (PBAC). He/she is the Commander's principal staff advisor on all fiscal matters and other matters pertaining to the management of resources.

b. The Resource Manager does not relieve other staff members of their responsibilities for functional management of resources and for providing information and analysis in their own functional areas. The Resource Manager integrates information pertaining to various functional areas into a meaningful overview

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from the viewpoint of the Commander.

## 5. Staff Responsibilities.

### a. Programming/Budgeting/Accounting:

(1) Delegated authority by the Commander to obligate, establish, and maintain administrative control of appropriated funds. Operates a commitment accounting system. Provides general accounting services to the command.

(2) Assists the Commander in developing, executing, evaluating, and revising the Command Operating Program/Budget.

(3) Recommends policies and instructions to be issued for the FBAF.

(4) Coordinates and supervises the preparation of the proposed Command Operating Program/Budget, insuring it complies with program/budget decisions of the Commander as well as resource management policies and guidance from higher authority.

(5) Issues necessary guidance and administrative instructions to initiate subordinate element's programming/budgeting activities.

(6) Transmits the approved program/budget to the next higher authority and when required, justifies it, assisted by other functional staff members as necessary.

(7) Issues approved operating program/budget guidance to subordinate elements of the command.

(8) Determines the legality and propriety of proposed utilization of funds.

(9) Provides consultant services on financial accounting and policy matters to the Commander and staff sections, and to tenant commands and staff.

(10) Assists in the administration and control of Temporary Duty (TDY).

(11) Commercial Accounts: Preparation of vouchers for Reimbursement Billings, Public Vouchers for Purchases and Services other than Personal, and Vouchers for Transfer Between Appropriations and/or Funds.

### b. Management Analysis:

(1) Provides basic policy, principles, methods,

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procedures, techniques, and standards for the guidance of other staff elements in the compilation, analysis, and use of statistics.

(2) Ascertains compliance with laws, regulations, policies, systems, and procedures pertaining to management and related transactions IAW Army Internal Control Systems.

(3) Performs other management studies, special projects, and similar management analysis actions, as required.

c. Internal Review:

(1) Serves as liaison between the command and auditors from higher echelons and ensures the implementation of improved controls based on audit findings.

(2) Ascertains compliance with laws, regulations, policies, systems, and procedures pertaining to management and related transactions.

(3) Evaluates command safeguarding procedures for accounting for, and proper care and use of resources.

(4) Evaluates accuracy and reliability of accounting records and reports on the validity of supporting data.

(5) Evaluates the system of internal controls and checks for nonappropriated funds.

d. Manpower/Force Development:

(1) Special staff responsibility for manpower management to include review, evaluation, and coordination of present and future manpower authorizations and related actions. Manages the manpower program to include maintenance and revision of the TDA.

(2) The Manpower/Force Development NCO performs as a Management Analyst when Manpower/Force Development duties permit or as required and directed by the Resource Manager. Coordinates such actions involving mission, functions, review and analysis, management studies, and special projects. POC for update of the Organization and Functions Manual. Develops and maintains this manual and evaluates and acts on request for organizational changes.

2-31. CLASS B AGENT FINANCE OFFICER:

(1) Provides general finance services to the commands and regulates the conversion of US dollar instruments to Turkish Lira.

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(2) Determines entitlements to and payment of travel claims and payment of commercial vendor invoices.

(3) Assists OSI in identifying black market financial operations and in developing appropriate countermeasures.

(4) Assists OSI in identifying currency counterfeiting activities and in the suppression or prevention of illegal currency activities.

## 2-32. CENTRAL ACCOUNTING OFFICE (CAO):

(1) Provides the accounting function for the Nonappropriated Fund Instrumentalities (NAFI) operating within the installation.

(2) Regulates the real property and inventories owned by the various NAFIs.

(3) Provides financial information and acts as a liaison between the NAFIs and the command.

## 2-33. CHAPLAIN.

1. Provides a full program of chapel activities which will meet the needs of the command.

2. Provides for the religious, moral, and personal needs of all assigned and attached US military and authorized civilian personnel.

3. Recognizes and justifies all resource requirements necessary to accomplish the mission.

4. Manages all assigned assets and resources.

5. Staff Relationships.

a. The Chaplain is a member of the Commander's special staff.

b. Each Chaplain represents his/her denomination and is responsible to maintain the ecclesiastical and administrative requirements of his/her denomination.

6. Staff Responsibilities.

a. Professional Requirements:

(1) Arranges and conducts appropriate religious services, sacraments, rites and ordinances.

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(2) Provides a broad range of religious education opportunities.

(3) Provides positive leadership in implementing a Self Development Program.

**b. Staff Duties:**

(1) Advises the Commander and staff on matters pertaining to religion, morals, and morale as affected by religion.

(2) Advises the Commander and staff on matters pertaining to moral and ethical dimensions of leadership, and human relations matters.

(3) Prepares estimates and requests for funds for religious activities.

(4) Supervises the use and maintenance of chapel and chapel equipment.

(5) Establishes and maintains liaison with appropriate Chaplains at higher and parallel headquarters as well as civilian organizations necessary to perform his/her mission.

(6) Insures that chaplain activities are integrated into the overall program of the command.

(7) Administers the Commander's Consolidated Chaplain's Fund.

(8) Performs monthly five-day pastoral visits to TUSLOG Det 67 (Cakmakli) (for Catholic coverage only) and five remote sites (US Army, US Air Force, and USCG sites), involving 1300 miles round trip. Provides religious support to other US military installations and remote sites in Turkey as requested.

(9) Conducts religious services for major faith groups.

(10) Provides Sacramental ministries, i.e., marriages, baptisms, funerals, last rites.

(11) Provides counseling services.

(12) Organizes and conducts religious discussion groups.

(13) Visits troops in work and recreational areas.

(14) Coordinates and arranges, through the DPCA, religious/cultural tours.

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(15) Provides religious publicity information activities.

(16) Administers Chaplain Support Activity.

2-34. DIRECTORATE OF ENGINEERING AND HOUSING (DEH).

DEH

INSTALLATION ENGINEERS

ARMY CORPS OF ENGINEERS  
EUR

1. Advises the Commander and staff on all engineering matters.

2. Plans, programs, and supervises matters pertaining to installation engineering projects, facilities, utilities, and services, master planning, construction programs, and maintenance of real property records.

3. Is the appointed Functional Area Chief (FAC). The section provides Quality Assurance Evaluators (QAE) to inspect and monitor all contracted engineer operations. (Functions of a QAE are listed in paragraph 7-3a (3)).

4. Is responsible for maintaining and operating a billeting office for the installation.

5. Staff Relationships.

a. The DEH is a member of the primary staff of this command and as such is a member of the Installation Safety Council, Installation Planning Board, Installation Program/Budget Advisory Committee, and Installation Energy Council.

b. He/she is the command's principal staff assistant on all matters pertaining to the overall engineering posture of the command.

6. Staff Responsibilities.

a. Is the Installation Utilities/Energy Conservation Officer.

b. Is the Installation Fire Marshal.

c. Is the Installation Environmental Protection Officer.

d. Coordinates engineering procurement actions with the United States Air Force Procurement Office, HQ TUSLOG.

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e. Delegated authority by the Commander to approve Individual Job Orders for a maximum of \$20,000.00 for minor construction or alteration projects and for a maximum of \$20,000.00 for repair and maintenance work.

f. Advises the Commander on water rationing.

g. Coordinates with Municipality of Sinop in the area of water supply and community assistance.

h. Reviews job orders for work/construction projects relating to the installation.

i. Coordinates with the European Division of the Corps of Engineer on MCA Projects.

j. Maintains an active liaison with the US Embassy, JUSMMAT, TLD and TUSLOG on matters pertaining to installation construction projects.

#### 2-35. ENGINEER STAFF OFFICER (ESO).

1. Assists the Director of Engineering and Housing in the direction and management of the Engineering portion of the Base Maintenance Contract.

2. Serves as Functional Area Chief for Facilities Engineer and oversees the Quality Assurance Evaluator for the Engineering portion of the Base Maintenance Contract.

3. Supports the DEH in the establishment and implementation of the Base Construction Program.

#### 2-36. ENGINEER QUALITY ASSURANCE EVALUATOR / NCOIC

1. Inspects and monitors all contracted Engineer operations.

2. Performs administrative and mission related duties as the NCOIC of the Directorate of Engineering and Housing.

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2-37.

HEADQUARTERS AND HEADQUARTERS COMPANY

COMMANDER  
HHC

EXECUTIVE  
OFFICER

FIRST  
SERGEANT

ORDERLY  
ROOM

UNIT  
SUPPLY

ARMS  
ROOM

NBC  
ROOM

CMD GRP  
FLT

HD  
FLT

MAIN OPS  
FLT

HIPPY  
FLT

DISPENSARY  
FLT

SECURITY  
FLT

MAINT  
FLT

TLO

COMMANDER, HEADQUARTERS AND HEADQUARTERS COMPANY (HHC)

1. Responsible for the command and control, discipline, training, morale, health, welfare, billeting, administration and general support of all soldiers assigned or attached.

2. Responsible for setting company standards and establishing unit policy, procedures and guidelines.

3. Responsible for unit compliance with Army policy, regulations and directives.

4. Responsible for ensuring company operations support the mission of the Field Station.

5. Advises the Commander, USAF Sinop and members of his staff on command related matters.

6. Supports the station's Basic Emergency Plan.

7. Responsible for the training and professional development of subordinates.

8. Responsible for Special Projects and other functions as assigned by the Commander, USAF Sinop.

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2-38. EXECUTIVE OFFICER (XO).

1. Responsible for enforcing company standards and ensuring compliance with the Commander's orders, instructions, policy, procedures, and guidelines.
2. Responsible for facilitating accurate and timely two-way communications within the company in support of company operations.
3. Represents the Commander, when required.
4. Assumes command of HHC in the Commander's absence.
5. Assists in the development, coordination and execution of company plans and operations.
6. Coordinates actions with the Field Station staff, internal company elements and other organizations, as required.
7. Performs additional duties, as assigned. Monitors all unit additional duties assigned to other personnel.
8. Monitors all unit training.
9. Responsible for Special Projects and other functions as assigned by the Commander.

2-39. FIRST SERGEANT.

1. Serves as the senior enlisted advisor and assistant to the Commander for directing the unit toward mission accomplishment. Advises on, supports and implements policy established by the Commander. Makes recommendations to the Commander relative to discipline, leaves, passes, awards, promotions, personnel actions and other matters.
2. Responsible for the planning and conduct of day to day company administration and operations as directed by the Commander.
3. Supports and ensures the viability of the chain of command and NCO support channels within the company. Serves as point of contact for all enlisted personnel in the unit and maintains good two-way communications between the individual soldier and the company.
4. Responsible for the training and professional development of subordinates. Ensures all assigned or attached personnel maintain proper military appearances, courtesy, discipline, physical conditioning and receive training in their MOS and basic soldiering skills. Monitors NCODP attendance.

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5. Responsible for ensuring unit clothing, equipment, arms, and property are properly maintained, servicable and accounted for.

6. Responsible for ensuring newly arrived personnel are properly in-processed, billeted, briefed and indoctrinated in host nation customs, traditions, courtesies, policies, and pertinent laws.

7. Responsible for the appearance and condition of unit billets, facilities, work areas, and other areas of responsibility.

8. Coordinates with the Field Station staff and internal company elements on matters pertaining to individual soldiers, training, company operations, unit readiness and on duties which impact on morale. Addresses problem areas and potential problem areas which may influence or impact decisions and actions. Ensures that areas concerning health, welfare, and morale receive immediate attention.

9. Participates on promotion, Soldier of the Month/Quarter/Year and other boards, as required.

10. Responsible for Special Projects and other functions as assigned by the Commander.

#### 2-40. HHC ADMIN

1. Responsible for SIDPERS administration, personnel actions, leaves, in and out processing, meal and ration card control, preparation of correspondence and reports, and general administrative support to the unit.

2. Responsible for Special Projects and other functions, as assigned.

#### 2-41. HHC SUPPLY.

1. Responsible for unit and personnel supply transactions, laundry supply coordination, issues and turn-ins, building maintenance, key control, inventory control, unit property book and property accountability, logistical planning and support to company operations and special studies.

2. Responsible for managing and budgeting supply fund expenditures, processing cash collection vouchers and statements of charges, and providing input to reports of survey and taskings from higher headquarters.

3. Responsible for managing unit maintenance and supply system procedures and monitoring unit compliance with those procedures.

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4. Responsible for Special Projects and other functions as assigned.

#### 2-42. HHC ARMS ROOM

1. Responsible for the maintenance, issue and turn-in, proper use, security and accountability of all assigned unit weapons and ammunition.

2. Responsible for unit compliance with regulations and policy concerning weapons, weapons use, ammunition use and storage, safety, key control, security and maintenance.

3. Responsible for maintenance of Arms Room records, forms, and SOP.

4. Responsible for performing arms room host unit coordination functions with tenant units.

5. Responsible for Special Projects and other functions as assigned.

#### 2-43. HHC NBC ROOM

1. Responsible for the maintenance, issue and turn-in, proper use, security and accountability of all assigned unit NBC equipment.

2. Responsible for unit compliance with regulations and policy concerning NBC equipment use, storage, security, safety, accountability, and maintenance.

3. Responsible for maintenance of NBC Room records, forms and SOP.

4. Responsible for developing and conducting unit level NBC training. Monitors and supports NBC Common Skills training provided to the individual soldier by first line supervisors.

5. Responsible for Special Projects and other functions as assigned.

#### 2-44. HHC PLATOONS

1. All sections and elements of HHC are assigned to a platoon. Each section and element has an OIC and/or NCOIC, and one Senior NCO in the platoon is assigned the additional duty of Platoon Sergeant.

2. Platoon Sergeants are responsible for:

a. Ensuring platoon member compliance with command policy and SOP.

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b. Planning, coordinating, and conducting platoon inspections.

c. Ensuring variable two-way communications between individual soldiers and the company.

d. Appointing a Barracks Sergeant per floor of platoon/section responsibility and supervising through the Barracks Sergeant the general cleanliness, appearance and repair of the barracks.

e. Other duties, as required.

3. Headquarters Platoon includes the HHC Staff, Reenlistment, Chapel, TLO, DFCA, MILPO, NAFI, APO, PAC, HR/EO, Aviation.

4. Security Platoon includes DPTSEC, Military Police, and the Education Center.

5. Maintenance Platoon includes EMD, and the Calibration Team.

6. (C) [REDACTED]

7. Dispensary Platoon includes the medical and dental sections.

8. The HHC Command Group Platoon includes the DOL, DEH, SJA, MSSA, CMO, DOC, and section, DRM, Finance, and CAO.

## 2-45. TRAINING NCO.

1. Responsible for the management of the HHC Training Program. Plans and coordinates the training schedule. Coordinates the allocation of resources necessary to conduct training.

2. Responsible for maintaining unit training records. Compiles training results. Prepares and forwards training reports, results and scores.

3. Responsible for the management of the HHC Physical Fitness Program. Coordinates section PT schedules and unit participation in the station's athletic activities. Maintains unit PT records.

4. Responsible for the management of the unit Weight Control and Lifestyle program. Coordinates and conducts unit weigh-ins. Processes personnel for the overweight program and refers them to the Commander for counseling and actions IAW regulations. Coordinates unit participation in Lifestyle

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classes. Maintains unit weight control and Lifestyle records.

5. Responsible for Special Projects and other functions as assigned.

6. Staff Relationships.

Commander, HHC is a subordinate of Commander, U.S. Armed Forces Sinop Direct coordination takes place with Field Station staff and all internal company elements for mission accomplishment.

2-46. UNITED STATES ARMY INFORMATION SYSTEMS COMMAND-TURKEY.  
(USAISC-TURKEY).

TNG	HO		SUF
	OPN		
TCC	TROFO	SAT	DCO
CCM	AVN		

USAISC-Turkey is a subordinate command of 5th Signal Command and is responsible to the USAISC chain of command for all command matters. These include but are not limited to personnel, administration, funding, training, communications-electronics supply and maintenance, discipline, communications management, and people programs.

2-47. COMMANDER, USAISC-TURKEY.

1. Represents CG. USAISC and CG, 5th Signal command within Turkey.

2. Serves as the Director of Information Management on the Installation Commander's staff.

3. Performs as U.S. Armed Forces Sinop Telephone Control Officer (TCO).

4. Coordinates with other C&E elements for all voice/teletype, and air traffic control communications.

5. Organizational Staffing.

a. Headquarters section provides administrative support for personnel matters and command correspondence as pertains to USAISC-Turkey.

b. Training section provides support to all sections for all required training to include SQT.

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c. Unit supply coordinates with FBO, U.S. Armed Forces Sinop and PBO 5th Signal Command in support of routine supplies and C&E support.

d. Operations section coordinates with internal and external elements in communications and electronic matters providing the Commander with a central for unit mission.

e. Telecommunications Center provides all electronic message service to all elements at U.S. Armed Forces Sinop.

f. Telecommunications Center Maintenance provides maintenance support for all telecommunications center mission equipment.

g. Troposcatter Section provides multichannel communications for voice and teletype circuits.

h. Aviation Section provides USA Airfield, Sinop with non-directional beacon and UHF/VHF/FM radio communications for aircraft control.

i. Satellite Section provides satellite communications in direct support of Field Station Main Operations.

j. Dial Central Office provides all telephone communications, external and internal, in support of all elements at U.S. Armed Forces Sinop.

#### 2-48. CALIBRATION AND REPAIR CENTER.

The calibration team is responsible for the calibration of all Test Measurements and Diagnostics Equipment (TMDE) of U.S. Armed Forces Sinop USAISC-Turkey. a detachment at Samsun, Turkey and the Troop Medical Clinic and consists of a support element from Firmsens, Germany.

#### 2-49. SPECIAL SECURITY OFFICE (USASSG).

1. (C)

[REDACTED]

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## 2. (C) Established functions include:

a. [REDACTED]

b. [REDACTED]

c. [REDACTED]

d. [REDACTED]

e. [REDACTED]

f. [REDACTED]

g. Administering travel/assignment restrictions program.

h. Administering the privacy communication program.

i. [REDACTED]

j. Authorizing issue of personnel access badges.

k. [REDACTED]

1. Performing any additional function Cdrs. USASSG and USASSC. USAREUR may direct.

## 2-50. US AIR FORCE OSI DET 690A.

Responsible for the investigation of all criminal, fraud, and counterintelligence allegations on behalf of the American Forces Commander. In addition, personnel security investigations are conducted for the Defense Investigative Service, involving personnel assigned to Diogenes Station. US Air Force OSI is responsible for protection of high ranking military and civilian members who visit the installation, upon the request of the Commander, U.S. Armed Forces Sinop.

## 2-51. UNITED STATES NAVY FIELD STATION-SINOP (USNFS-SINOP).

A sister service tenant unit with the same relationship to NAVSECGRU as USAF Sinop relationship to HQ INSCOM.

## 2-52. US ARMY HELATH CLINIC (7th MEDCOM).

1. Medical officer serves as staff advisor to the

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Commander. USAF Sinop Forces Sinop.

2. The Army medical Clinic provides primary and emergency medical care to those assigned to USAF Sinop.

3. Recommends and supervises execution of measures for prevention and control of disease.

4. Monitors/inspects all facilities for health/safety.

5. The Army Dental Clinic provides dental support to those assigned to USAF Sinop and other Army detachments in remote sites of Turkey.

FOR THE COMMANDER:



PENELOPE R. GARZA  
MAJ, AGC  
Adjutant

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